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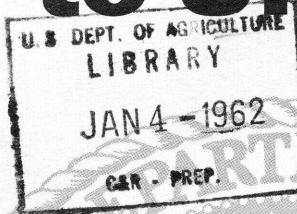
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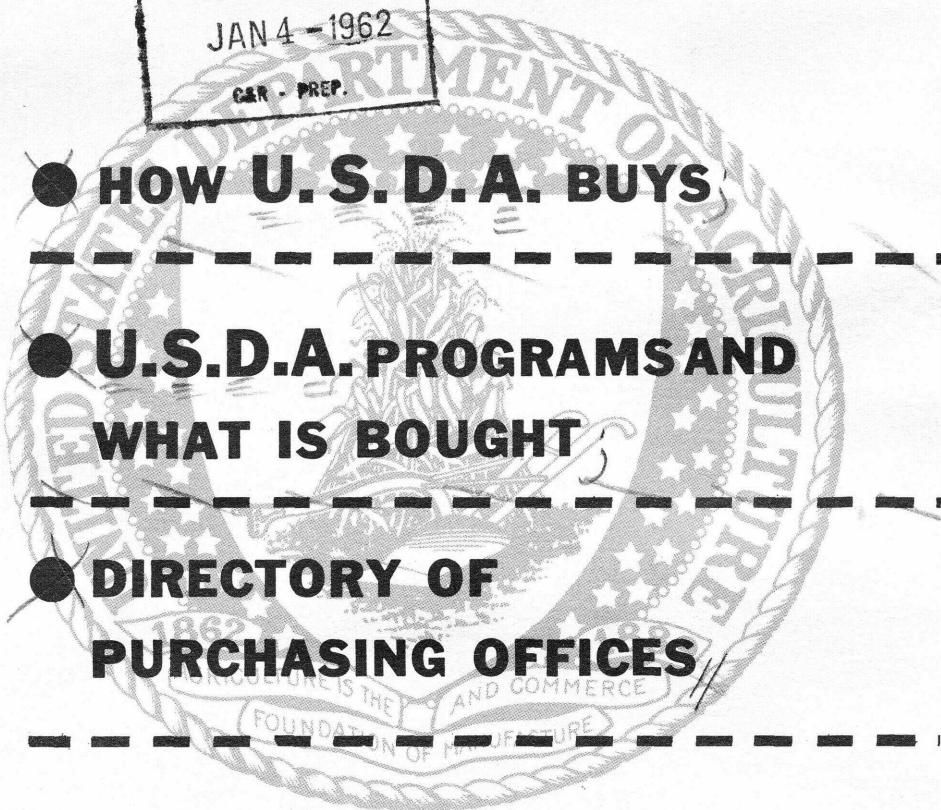
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Selling

to U.S.D.A.



- HOW U. S. D. A. BUYS
-
- U.S.D.A. PROGRAMS AND
-
- WHAT IS BOUGHT
-
- DIRECTORY OF
-
- PURCHASING OFFICES
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U. S. DEPARTMENT OF AGRICULTURE

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SELLING TO

UNITED STATES DEPARTMENT OF AGRICULTURE

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Directory of Purchasing Offices

FOREWORD

"SELLING TO USDA" has been prepared to provide helpful information to those who want to do business with the Department of Agriculture. The diversity and wide distribution of Agriculture programs presents a problem to the businessman in determining whom to see to develop a market for his products. To meet this problem, this pamphlet indicates who does the buying, the types of items bought for our various programs, where the buying is done, and other general information. There is no need to employ counselors, advisors or agents to sell to USDA--such persons cannot obtain business from USDA that the reader cannot obtain for himself.

INTRODUCTION

The Department of Agriculture was created by Congress in 1862 and is directed by law to acquire and diffuse useful information on agricultural subjects in the most general and comprehensive sense. The Department performs functions relating to research, education, conservation, marketing, regulatory work, agricultural adjustment, and surplus disposal.

In order to adequately serve these programs, the purchasing operations of the Department have largely been decentralized. Part I of Selling to USDA describes the purchasing procedures and policies generally applicable to all of the buying done by agencies of the Department. Appendix I tells where the purchasing offices are located. In the belief that the businessman must have a general understanding of Agriculture programs in order to develop the full potential for sale of his products to the Department, Part II includes a brief description of the program of each agency and a description of the types of items or services purchased for their program. The businessman is urged to contact the purchasing offices listed in Appendix I to learn of the items being purchased, and the kind of program operations being conducted, not only for the purpose of receiving bid invitations but to assist the Department in suggesting to the buyer supplies or services that will improve the efficiency and economy of Department operations and to establish cooperative buyer-seller relationships.

The Procurement and Property Management Division, Office of Plant and Operations, provides over-all administration of the purchasing activities of the Department. Information concerning any of the purchasing activities of the Department may be obtained by contacting individuals of that Division listed in Appendix I.

PART I

GENERAL INFORMATION

WHERE PROCUREMENT TAKES PLACE

The Department of Agriculture purchases its requirements of supplies, materials and equipment on a decentralized basis primarily through the major purchasing offices listed in the Appendix hereto. Purchases are also made at many small local offices which are not listed in the Appendix; however, such purchases are generally limited to housekeeping or off-the-shelf items of small dollar value available locally.

PURCHASING PROCEDURES

Requirements for common use office supplies, office furniture and furnishings, office machines, and other supply items available from General Services Administration Stores or through Federal Supply Schedule Contracts are usually obtained from these sources as appropriate, otherwise purchases may be made either by sending out written invitations for bids or, under certain conditions, by informal requests for quotations. Where bid invitations are sent out, a date and hour for bid opening is set in advance, and bids are publicly opened and recorded at that time. Award is made to the responsible bidder whose bid, conforming to the Invitation for Bids, is most advantageous to the Government, price and other factors considered.

When formal advertising is not required, purchases may be effected by means of informal requests. The urgency of the requirement or the small dollar cost of the items, usually under \$2,500, may lead the purchasing officer to select this method. The use of the informal method does not by any means preclude competition. It is the policy under the informal purchase method to obtain competition, consistent with the size of the purchase, by informally soliciting quotations from qualified sources. A purchase order is issued to the firm selected considering price, delivery, quality of product, and any other pertinent factors.

HOW TO OBTAIN INFORMATION REGARDING PROPOSED PURCHASES

Each purchasing office maintains bidders' lists on items which it regularly buys. To have your company placed on the bidders' lists, make a written request to the appropriate office described in part II that you consider would be interested in the type of article and/or service which your company has to offer. Purchasing offices maintain copies of outstanding invitations for bids for ready reference. Also, the Department of Commerce publishes daily a "Synopsis of U.S. Government Proposed Procurement, Sales and Contract Awards" to further inform prospective bidders of Government requirements. (Failure to respond to Invitations for Bids mailed to you may result in your removal from the bidders' list unless you notify the purchasing officer of your continued interest.)

In small purchases under \$2,500, informal requests may be made by telephone or mailed to firms normally selected from the bidders' list mentioned above or to firms known by the purchasing office to be interested.

Business firms are invited to have their representatives visit the various agency purchasing offices of the Department to discuss the use of the articles and/or services they have to offer the programs of the agencies.

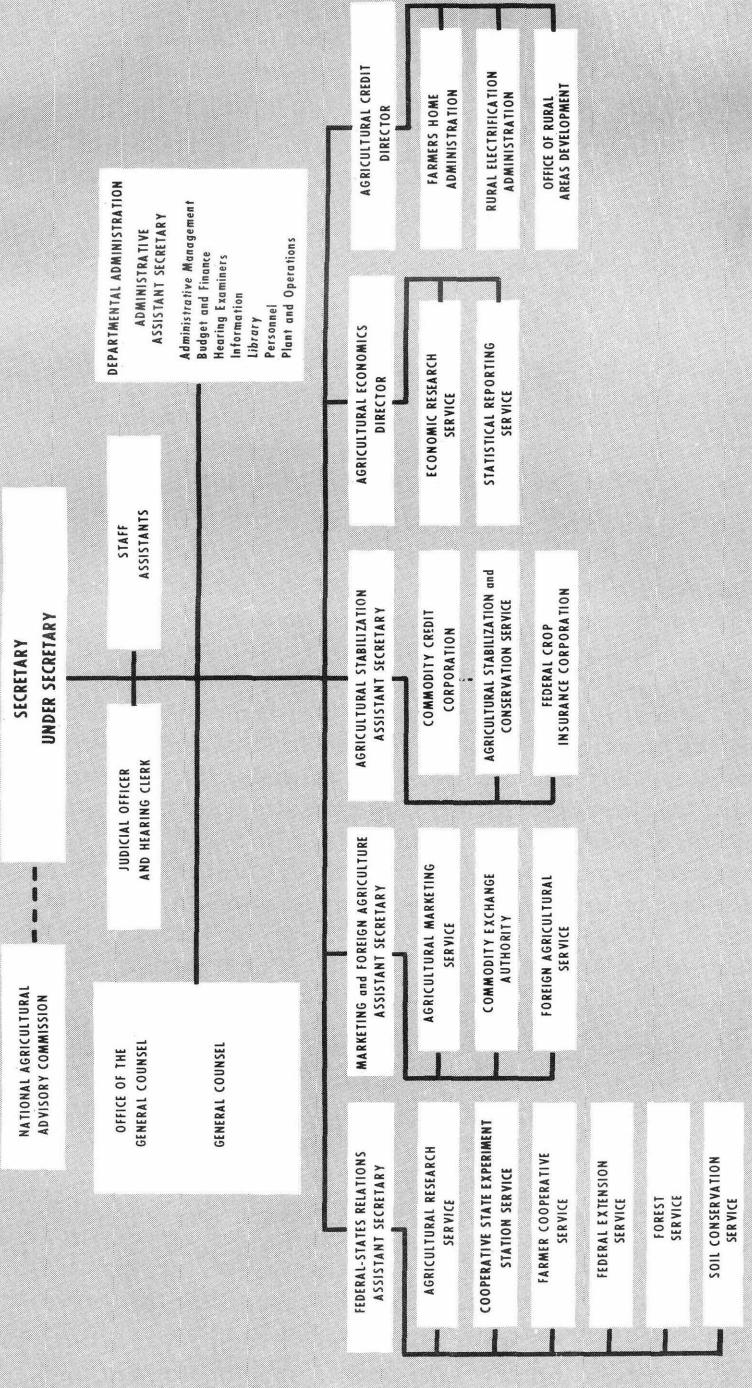
PART II

SERVICE PROGRAMS AND PURCHASING ACTIVITIES

AGRICULTURAL MARKETING SERVICE

The Agricultural Marketing Service administers the broad marketing, distribution, and related programs and activities of the Department. These programs include (1) marketing research; (2) standardization, inspection, grading and classing of agricultural commodities; (3) market news; (4) matching fund programs with State Departments of Agriculture; (5) marketing regulatory; (6) freight rate services; (7) food trades; (8) direct distribution; food stamp; (9) surplus removal, export and diversion under Section 32, P.L. 320, 74th Congress; (10) school lunch; (11) school milk; (12) marketing agreements and orders on fruits, vegetables,

UNITED STATES DEPARTMENT OF AGRICULTURE



nuts, and hops; and (13) related defense production and mobilization activities of the Department assigned to the Agricultural Marketing Service.

In the conduct of its programs the Service procures office supplies, office furniture and machines; reproduction and mailing equipment, such as mimeograph, multilith, addressing, folding and embossing machines; special laboratory furniture, equipment and supplies; automobiles and light trucks; refrigeration and humidifying equipment; laboratory, scientific, and testing equipment, such as spectrophotometers, cameras, microscopes, balances, centrifuges, ovens, seed germination cabinets, dockage testers, colorimeters, precision sieves, metal marking dies and inserts, scales, blenders, special lined paper bags, trays and boxes.

AGRICULTURAL RESEARCH SERVICE

The Agricultural Research Service conducts fundamental and applied research and demonstrations relating to: (1) improving the yield and quality of all crops and lowering the costs of production; (2) methods of managing soil, water, machinery, buildings and other farm resources; (3) harmful and beneficial insects; (4) the development of superior strains and types of farm livestock, poultry and domestic fur animals; (5) prevention and treatment of animal diseases and parasites; (6) processing and utilization of agricultural commodities and by-products; (7) agricultural chemistry and related physical sciences; (8) the development of methods for better household management, and better consumer use of food, fiber and other farm products. The Agricultural Research Service also conducts those control and regulatory programs of the Department which involve enforcement of plant and animal quarantines, meat inspection, the control of diseases and insect pests of animals, and plants, and related work.

In the conduct of its programs, the Agricultural Research Service procures office supplies and furniture; office machines such as typewriters, mimeographs, multoliths, calculators, and adding machines; special laboratory furniture and equipment; automobiles, light trucks, light farm type trailers, special laboratory type trailers, farm tractors; all types of farm equipment such as harrows; discs, cultivators, mowers, grain drills, fertilizer drills, rotary tillers, cotton box transport trailers and cotton boxes, cotton ginning equipment; shop equipment such as lathes,

drills, wood and metal working machinery; refrigerating and dehumidifying equipment; laboratory, scientific and testing equipment and supplies such as spectrophotometers, spectrographs, centrifuges, ultracentrifuges, electrophoresis apparatus, manometric Warburg apparatus; special equipment for radioactive work; cameras, microscopes, air conditioners, balances, ovens, seed germinating cabinets, colorimeters, scales and many other types of equipment for experimental and research work in the laboratories; hay, feed, seed and grain; tools of various types, cleaning materials and equipment; and construction materials such as sand, gravel, cement, lumber, steel shapes and forms, plumbing, heating and electrical supplies, paints and hardware, herbicides, insecticides, and vaccines.

Construction requirements of this Service include greenhouses, insectaries, storage sheds and laboratory buildings; dock and harbor repairs, soil moisture tanks, chain link fences, roads, driveways, parking areas, pre-fabricated metal buildings, animal holding pens, well drilling, dismantling and erecting windmills, and moving of prefabricated buildings.

Sales are conducted for the disposal of passenger automobiles, trucks, tractors, all types of farm equipment and machinery, office machines, and equipment, and perishables such as grapefruit, nuts, corn, dairy products and livestock.

AGRICULTURAL STABILIZATION AND CONSERVATION COMMITTEES

Agricultural Stabilization and Conservation (ASC) State Committees are appointed by the Secretary under Authority of the Soil Conservation and Domestic Allotment Act. These Committees are subject to the general direction and supervision of the Administrator, Agricultural Stabilization and Conservation Service, and are generally responsible for carrying out the programs of the Agricultural Stabilization and Conservation Service within their respective States. These Committees have a dual responsibility. In contacting the farmers of their respective areas and obtaining recommendations and suggestions in the formulation of programs, their responsibility is to the farm operators to provide programs and program provisions which will as nearly as possible fit the conditions prevailing. Recommendations of these State Committees are, to the extent feasible, incorporated in the National programs. These programs when

formulated are turned back to the States for execution, and these Committees are thereafter responsible to the Department for the efficient execution of such programs.

In carrying out their program responsibilities, the Agricultural Stabilization and Conservation (ASC) State Committees may purchase equipment items necessary for program needs, such as trucks, tractors, evacuators, grain driers, moisture meters, thermometers, dumpy levels, scales, etc.

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE

The Agricultural Stabilization and Conservation Service is responsible for the formulation and administration of agricultural stabilization and conservation policies and programs and provides over-all direction and coordination to the acreage allotment and marketing quota programs; milk and tobacco marketing agreements and orders; price support, inventory management, procurement, disposal, and other programs of the Commodity Credit Corporation; emergency feed assistance programs for the relief of agriculture from the effects of any major disaster; for the agricultural conservation programs and practices assigned ASCS under the Soil Conservation and Domestic Allotment Act; the conservation reserve programs; land retirement programs; and for assigned mobilization and defense activities.

In connection with the administration of the programs described above, the Administrative Services Division of the Agricultural Stabilization and Conservation Service procures office supplies, office furniture and machines; reproduction and mailing equipment such as mimeograph, multilith, photocopy, addressing, folding, and graphotype machines; special engineering and drafting equipment such as dumpy levels and special scales; automobiles and light trucks; grain bins; grain inspection items such as bin thermometers, grain driers, moisture meters, dockage testers, precision sieves, etc.; newspaper mat service; aerial photography; safekeeping equipment for security purposes; land measuring chains; cameras and other photographic and visual aid equipment and supplies; EDP equipment and accessorial equipment such as card files, key punch desk files, etc., metal dies and plates, mail trucks, and dollies; and repair and maintenance services.

The Administrative Services Division also conducts sales of items of equipment which are being replaced by new equipment and other items of surplus personal property.

COOPERATIVE STATE EXPERIMENT STATION SERVICE

This agency administers the Federal-grant funds appropriated annually by Congress in support of agricultural research at the State Experiment Stations. The latter conduct scientific research on many problems faced in the development of a permanent and sustaining agriculture, in the improvement of the economic and social welfare of rural families, and in the development of improved quality in foods for consumers. Because of differences in the climate, soil, market outlets, and other local conditions, each State has distinct problems of production and marketing of crops and livestocks. The farmers in the individual States look to their agricultural experiment stations for solution of State and local problems and for technical information to help solve them. Many of the Federally-supported projects of the stations are closely coordinated with research of the Federal Department of Agriculture. The Cooperative State Experiment Station Service is responsible for the review and evaluation of State proposals under Federal grants and for its coordination with departmental research. It serves as the liaison between the State Experiment Stations and research agencies in the Department of Agriculture and other departments of the Federal Government.

In the performance of these activities, it is necessary to procure office furniture and supplies; office machines such as adding, calculating, and typewriters; and repair and maintenance service.

COMMODITY EXCHANGE AUTHORITY

This agency administers the Commodity Exchange Act which requires supervision of futures trading in 22 commodities on 16 commodity exchanges. The major objectives are to prevent price manipulation and corners; prevent dissemination of false and misleading crop and market information affecting commodity prices; protect hedgers and other users of the commodity futures markets against cheating, fraud, and manipulative practices; insure the benefits of membership privileges on contract markets to cooperative associations of producers; insure trust-

fund treatment of margin moneys and equities of hedgers and other traders and prevent the misuse of such funds by brokers; and provide information to the public regarding trading operations on contract markets.

In the performance of these activities, it is necessary to procure office furniture and supplies; office machines such as adding, calculating, and typewriters; and repair and maintenance service.

ECONOMIC RESEARCH SERVICE

The Economic Research Service conducts research on agricultural prices and income; commodity outlook and situation; and food demand, supply and consumption. The Service does studies on market costs, structure, and development; market potentials; and the distribution and merchandising of farm products. It also conducts research on efficient use of farm labor, land, buildings, and equipment, and on adjustments to technological developments and changing market outlets. The Service analyzes and interprets conditions affecting foreign markets for U.S. farm products.

In the conduct of its programs, the Economic Research Service, through the Division of Administrative Services, Management Operations Staff, Agricultural Economics, procures office furniture and supplies, office machines such as adding, calculators and typewriters, dictating and transcribing; visual aid equipment; automobiles; and repair and maintenance services.

The Division of Administrative Services of the Management Operations Staff also conducts sales of items of equipment for the Economic Research Service which are being replaced by new equipment and other items of surplus personal property.

FARMER COOPERATIVE SERVICE

The Farmer Cooperative Service performs research, educational and service work of assistance to farmers of this country who belong to agricultural marketing, purchasing and service co-operatives. The Service conducts research studies and service activities on problems of management, financing, organization, policies, merchandising, costs, efficiency, and membership. It publishes the results of such studies, and works with cooperatives, the Extension Service, land-grant colleges, banks for cooperatives,

State departments of agriculture, and other agencies to bring about a better understanding of cooperative principles and practices. The Service works closely with cooperatives to help farmers improve the operations of their business.

In the conduct of the program this Service procures office furniture and supplies; office machines such as adding, calculators and typewriters; and repair and maintenance service.

FARMERS HOME ADMINISTRATION

This Administration helps eligible farm operators, through loans and needed technical assistance on farming problems. Credit services include: (1) operating loans for purchase of equipment, feed, seed, fertilizer, livestock, and for other farm operating needs including family subsistence; (2) Farm Ownership loans to buy or develop family-type farms and improve or enlarge farms to efficient levels; (3) Soil and Water Conservation loans to individuals and groups of farmers to carry out measures for soil conservation, water development conservation and use and farm drainage; (4) Emergency loans to enable farmers to continue normal operations in areas designated by the Secretary of Agriculture, which designations are made when natural calamities result in widespread losses; and (5) Farm Housing loans for construction and repair of farm houses and other essential farm buildings.

In the conduct of its programs, this Administration procures office supplies; office furniture; office machines, such as adding machines, calculators, typewriters, mimeograph and bookkeeping machines; obtains repair services for such machines; office fixtures, such as venetian blinds, exhaust fans, unit type air conditioners, and lighting fixtures; services and building materials incident to improving office space; reproduction services, etc.

This Administration sells office machines and automobiles in connection with obtaining replacements, as well as office furniture and equipment which becomes unserviceable or surplus to the needs of the Government.

FEDERAL CROP INSURANCE CORPORATION

The Federal Crop Insurance Corporation provides farmers with insurance on their crops against essentially all production risks such as drought, excessive moisture, freeze, other weather

hazards, insects, diseases, etc. This is a type of insurance protection not available from private sources. Being a new type of insurance, the program is still experimental and in the development stage. Insurance in a county is usually on one crop, such as wheat, cotton, tobacco, corn, flax, beans, barley and citrus fruits. Insurance is also being offered on combinations of crops.

Local representatives or agents sell and service the insurance in each county under the supervision of State directors. The State directors supervise all field activities, including loss adjustment.

Purchases necessary in the performance of the program include office furniture and supplies; office machines such as adding, calculating, and typewriting; deep bin probes, measuring wheels, weight per bushel testers, and grain dockage sieves, repair and maintenance services to equipment; etc.

FEDERAL EXTENSION SERVICE

The Federal Extension Service provides through the State Land-Grant Colleges and Universities a nation-wide system of cooperative extension educational work to assist people in the practical application to their situations of agricultural, home economics and related information made available by research. To administer this program the Federal Extension Service provides administrative and program leadership.

In the conduct of this program it is necessary to procure office furniture and supplies, office machines such as adding, calculating, typewriting, dictating and transcribing; visual aid equipment such as slide projectors; repair and maintenance services to such equipment.

FOREIGN AGRICULTURAL SERVICE

This Service administers programs and policies relating to foreign agriculture and provides information and assistance to agencies of the United States Government, farm and industry groups, and the general public on world agricultural matters. It also administers the program for the development of markets abroad for American agricultural products. It collects, interprets, and distributes economic information on foreign production and consumption of farm products, competition for markets, and on policy matters affecting trends in production and consumption.

In the performance of these programs it is necessary to procure office furniture and supplies; office machines such as adding, calculators, and typewriters; repair and maintenance services to such equipment; etc.

FOREST SERVICE

This Service carries on three primary functions: (1) Protection, development, and use of land in national forests and national grasslands in the United States, and Puerto Rico; and the management of land-utilization projects; (2) Cooperation with the States and private forest landowners to obtain better fire protection of forest lands and better forest practices of privately owned commercial timber lands, to encourage reforestation, and to stimulate development and management of State, county and community forests; and (3) forest and range research for all forest lands and related range to bring about better protection from fire, insects, and diseases, to increase productivity, and to facilitate full utilization of forest, water, and range resources, and more profitable production of timber and forage. Included in these three primary functions are construction and maintenance of roads and trails, control of forest pests, protection against floods, land exchange, and a number of cooperative projects.

In the conduct of its programs, the Forest Service procures office supplies, furniture and machines including mimeograph, multilith, addressing, adding, calculating, bookkeeping machines; petroleum products such as gasoline, lubricating oil, fuel oil; building and construction supplies such as cement, structural steel, lumber, timber, culverts, sand and gravel; transportation equipment including automobiles, pickup, stake, and dump trucks, aircraft, and boats, radio equipment such as transmitters, receivers, voltammeters, test equipment, engineering, scientific and photographic equipment, such as transits, cameras, projectors, blueprint machines, drafting supplies, heavy equipment including tractors, graders, compressors, concrete mixers, truck-tractors, trailers, cranes; laboratory equipment and supplies such as microscopes, balances, centrifuges; barbed wire, binoculars, explosives, chemicals and insecticidal materials, hardware supplies, hand tools and machine tools, fire fighting tools, refrigerators, lookout towers, seed, fertilizer, paints, subsistence items, and parachutes. Work projects performed by contracting include construction of public works such as roads,

bridges, and buildings; and Forestry work projects such as insect control, tree planting, range revegetation, and brush disposal.

The Forest Service sells real and personal property determined to be either in the surplus or unserviceable category; such as telephone and power lines, small buildings, administrative sites, automotive and heavy equipment, office machines, various administrative articles, and salvage and scrap material.

RURAL ELECTRIFICATION ADMINISTRATION

This Administration administers two loan programs: (1) for rural electrification facilities and (2) for extension and improvement of rural telephone service. No field offices are maintained; however, there is a field staff of engineers, accountants and operations representatives who work with borrowers.

In administering this loan program the Administration buys office furniture and supplies, office machines such as adding, calculating and typewriting; drafting equipment and supplies; electronic equipment and supplies for testing and developmental purposes in the field of telephone, radio, and electric power, such as meters and other general electronic equipment.

SOIL CONSERVATION SERVICE

The Soil Conservation Service develops and carries out a national soil and water conservation program that provides technical help to farmers and ranchers through their soil and water conservation districts. It also discharges the Department's responsibilities in watershed protection and flood prevention projects including reduction of flooding in 11 major watersheds. It participates with other Federal and State agencies in river basin studies to develop coordinated programs.

The Service helps develop the annual Agricultural Conservation Program and gives technical aid to landowners for jobs cost-shared under that program. It administers the Great Plains Conservation Program and the Federal part of the National Cooperative Soil Survey. It heads the Department's National Inventory of Soil and Water Conservation Needs.

Other duties include giving technical help to participants in the Rural Development Program and the conservation credit program of Farmers Home Administration. The Service also makes and coordinates snow surveys for water forecasting in the Western States.

In the conduct of its programs it is necessary to procure and distribute administrative type supplies such as stationery supplies, office machines, and office furniture; automotive and heavy equipment such as trucks, tractors, trailers, graders, and farm implements; engineering and photographic equipment such as transits, cameras, motion picture and slide projectors, blue-prints and drafting supplies and aerial photography.

Construction requirements of this Service include small dams, reservoirs, channels, silting basins, and other water use and control structures.

STATISTICAL REPORTING SERVICE

The Statistical Reporting Service reviews, coordinates, and improves statistical methods and techniques throughout the Department. In its estimating and forecasting program, the Service collects, summarizes, and evaluates data from which it prepares and issues crop, livestock, and price reports. It also issues reports on farm employment, farm wages, cold storage holding, and naval stores.

In the conduct of its programs, the Statistical Reporting Service, through the Division of Administrative Services, Management Operations Staff, Agricultural Economics, procures office supplies, office furniture and machines; reproduction and mailing equipment such as, mimeograph, multilith, photocopy, addressing, folding, and graphotype machines; automatic data processing equipment; tabulating machine accessorial equipment such as card files, key punch desks, files, etc.; automobiles; land measuring chains and wheels; cameras and other photographic equipment; and repair and maintenance services.

The Division of Administrative Services of the Management Operations Staff also conducts sales of items of equipment for the Statistical Reporting Service which are being replaced by new equipment and other items of surplus personal property.

DEPARTMENT LIBRARY

The Library provides library service to both the Washington and field staffs of the Department and serves as the National Agricultural Library. Established in 1862, with basic book collections dating back to 1839, its current resources comprise more than a million volumes on agriculture and related sciences and 22,000 current magazines and publications issued serially. The Library's services include direct loan of titles, limited routing of current magazines, photoprint and microfilm reproductions, answering of reference questions, and preparation of bibliographies.

In carrying on these activities, the Library buys books and periodicals; book binding services; office furniture and supplies; office machines such as adding, calculators, and typewriters; photoprinting and microfilming equipment and supplies; and library furniture and special library supplies.

OFFICE OF THE GENERAL COUNSEL

The office of the General Counsel performs all the legal work arising from the activities of the Department and represents the Department in administrative proceedings for the promulgation of rules having the force and effect of law and in quasi-judicial hearings held in connection with the administration of various programs.

This Office buys office furniture and supplies; office machines such as adding, calculators, and typewriters; law books including Federal and State Reports, Codes, and Statutes; legal reference books and other legal publications; abstracts of title; and certificates of title.

OFFICE OF INFORMATION

The Office of Information provides leadership and coordination of the Department's information policies and activities. It directs and integrates the information work with the Department's research and action programs. The Office has general direction and supervision of all publications and other information policies and activities of the Department including the final review, illustrating, printing, and distribution of publications; clearance and release of press, radio, television, and magazine materials;

maintenance of central files of news and general illustration-type photographs; and produces visual informational materials, such as motion pictures, exhibits, art and graphics materials, and still photographic work for the Department agencies.

In the conduct of these activities, this office procures office furniture and supplies, office machines such as adding, calculators, typewriters, and photocopying machines; photographic equipment, supplies, and services for both motion and still picture production work including laboratory equipment for slide and film processing, printing, and editing, sound recording equipment, services for film processing, musical scores, actors, slide and filmstrip production and distribution; miscellaneous materials and equipment for construction of exhibits such as exhibit structures, paints, transparencies, letters, message repeaters, and continuous projectors; radio and television equipment and supplies including radio tape recording and reproduction equipment and services; art and graphic materials, equipment, and services; repair and maintenance service, etc.

OFFICE OF PLANT AND OPERATIONS

Service Operations Division. This Division furnishes centralized services required by all agencies of the Department in Washington, D.C., including operation of the central Department telephone switchboard, telegraph office, post-office, and a supply and forms warehouse.

The Reproduction Section of this Division operates a printing plant under authorization of the Congressional Joint Committee on Printing, and supplies agencies of the Department with offset printing, stencil reproduction, photocopying, copy preparation, bindery, addressing, mailing, and related services.

The Central Supply Section of this Division stores and issues stocks of stationery, blank forms, and office and common use supplies needed by all agencies of the Department, as well as certain scientific and technical laboratory equipment used by the Department's research branches. Stores items are largely obtained from the General Services Administration and purchasing by this Division from commercial sources is largely limited to Plant equipment and laboratory supplies.

This pamphlet was prepared in the Procurement and Property Management Division, Office of Plant and Operations, United States Department of Agriculture, Washington 25, D.C. ✓



**DIRECTORY OF PURCHASING OFFICERS
OF
U. S. DEPARTMENT OF AGRICULTURE**

OFFICE OF PLANT AND OPERATIONS

Procurement and Property Management Div.
 R. G. McIntyre, Chief of Division
 V. S. Gunther, Head, Procurement Mgt.
 Washington 25, D. C.

Service Operations Division
 Fred A. Hoyland, Chief
 Washington 25, D. C.

Chairman
 Room 57, New Custom House
 Denver 2, Colorado

Chairman
 College of Agriculture
 Storrs, Connecticut

Chairman
 Wollaston Building
 Courtney & Academy Streets
 Newark, Delaware

Chairman
 412 N. E. 16th Avenue
 Gainesville, Florida

Chairman
 Old Post Office Building
 P. O. Box 1552
 Athens, Georgia

Chairman
 1524 Vista Street, P. O. Box 4068
 Boise, Idaho

Chairman
 Room 232, U.S.P.O. & Courthouse
 Springfield, Illinois

Chairman
 611 N. Park Ave., R. 516
 Indianapolis 4, Indiana

Chairman
 505 Sixth Avenue
 Des Moines 7, Iowa

Chairman
 417 Humboldt Street
 Manhattan, Kansas

Chairman
 1409 Forbes Road
 Lexington 29, Kentucky

Chairman
 528 Monroe Street
 Alexandria, Louisiana

Chairman
 University of Maine, The Maples,
 Orono, Maine

Chairman
 University of Maryland,
 Symons Hall
 College Park, Maryland

Chairman
 6 Main Street
 Amherst, Massachusetts

Chairman
 1405 S. Harrison Road
 E. Lansing, Michigan

Chairman
 1104 Main P. O. Building
 St. Paul 1, Minnesota

AGRICULTURAL MARKETING SERVICE

James R. Roberts
 Director, EAAD
 Washington 25, D. C.

Richard Bender, Chief, Central Area
 Administrative Services Branch
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 Chicago 5, Illinois

E. L. Kessler, Chief, Western Area
 Administrative Services Branch
 1515 Clay Street, 6th Floor
 Oakland 12, California

AGRICULTURAL RESEARCH SERVICE

Administrative Services Division
 Harry H. Ramm, Chief, Procurement and Personal
 Property Management Branch
 Washington 25, D. C.

Eastern Region
 E. R. Young, Regional Administrative
 Service Officer
 Ft. Washington, Pennsylvania

Northern Region
 F. L. Stimpson, Regional Administrative
 Service Officer
 35 South 5th Street
 Minneapolis 2, Minnesota

Southern Region
 H. C. Bradshaw, Regional Administrative
 Service Officer
 Lowich Building, 2026 St. Charles Ave.
 New Orleans 13, Louisiana

Western Region
 Don C. Corbett, Regional Administrative
 Service Officer
 1960 Addison Street
 Berkeley 4, California

**AGRICULTURAL STABILIZATION AND CONSERVATION
COMMITTEES**

Chairman
 Old Post Office Building
 Montgomery, Alabama

Chairman
 230 N. First Street
 Phoenix 25, Arizona

Chairman
 New Federal Office Building
 Little Rock, Arkansas

Chairman
 2020 Milvia Street
 Berkeley 4, California

Chairman
 University of Maryland,
 Symons Hall
 College Park, Maryland

Chairman
 6 Main Street
 Amherst, Massachusetts

Chairman
 1405 S. Harrison Road
 E. Lansing, Michigan

Chairman
 1104 Main P. O. Building
 St. Paul 1, Minnesota

AGRICULTURAL STABILIZATION AND CONSERVATION

COMMITTEES - continued

Chairman
420 Milner Building
200 S. Lamar Street
Jackson 5, Mississippi

Chairman
10th and Walnut Streets, I. O. O. F. Bldg.
Columbia, Missouri

Chairman
211 North Grand Avenue, P. O. Box 149
Bozeman, Montana

Chairman
Room 407, U.S. Post Office &
Courthouse Bldg., P. O. Box 793
Lincoln 1, Nebraska

Chairman
1479 Wells Avenue
Reno, Nevada

Chairman
R - 210, Federal Bldg., P. O. Box E
Durham, New Hampshire

Chairman
College Farm
New Brunswick, New Jersey

Chairman
517 Gold Avenue, P. O. Box 1706
Albuquerque, New Mexico

Chairman
236 W. Genesee Street
Syracuse 2, New York

Chairman
1330 St. Mary's Street
Raleigh, North Carolina

Chairman
304 de Lendrecie Building
15 South 21st Street
Fargo, North Dakota

Chairman
202 Old Federal Bldg.
Columbus 15, Ohio

Chairman
Oklahoma A & M Campus
Agricultural Center Office Bldg.
Stillwater, Oklahoma

Chairman
209 S. W. 5th Avenue
Portland, Oregon

Chairman
2101 N. Front Street
Harrisburg, Pennsylvania

Chairman
Room 329-A, Post Office Annex
Providence 3, Rhode Island

Chairman
901 Sumter St., P. O. Box 660
Columbia 1, South Carolina

Chairman
239 Wisconsin St., S. W.
P. O. Box 843
Huron, South Dakota

Chairman
Room 579, U. S. Courthouse
Nashville 3, Tennessee

Chairman
U. S. D. A. Building
College Station, Texas

Chairman
222 SW Temple Street
Salt Lake City 1, Utah

Chairman
481 Main Street
Burlington, Vermont

Chairman
900 North Lombardy Street
Richmond 20, Virginia

Chairman
8th Floor, Bon Marche Bldg.
N. 214 Wall Street
Spokane 1, Washington

Chairman
178 Forest Avenue
Morgantown, West Virginia

Chairman
3010 E. Washington Avenue
Madison 4, Wisconsin

Chairman
345 E. Second Street
Casper, Wyoming

Chairman
University of Alaska, Box B
College, Alaska

Chairman
303 Dillingham Building
Honolulu 13, Hawaii

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P. O. Box 8037
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Washington 25, D. C.

AGRICULTURAL STABILIZATION AND
CONSERVATION SERVICE

Administrative Services Division
Clarke Paulsen, Chief, Procurement
and Property Management Branch
Washington 25, D. C.

Earl Geiger, Chief, Denver Field
Office, Administrative Services
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Denver, Colorado

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Director
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Cincinnati 2, Ohio

Director
500 South Ervay Street
Dallas 1, Texas

Director
2201 Howard Street
Evanston, Illinois

Commodity Offices - continued
Director
560 Westport Road
Kansas City 41, Missouri

Director
6400 France Avenue, So.
Minneapolis 10, Minnesota

Director
Wirth Building, 120 Marais Street
New Orleans 16, Louisiana

Director
1218 S. W. Washington Street
Portland 5, Oregon

ECONOMIC RESEARCH SERVICE

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FARMERS COOPERATIVE SERVICE

Administrative Management Division
John J. Smiraldo, Administrative Assistant
Washington 25, D. C.

FARMERS HOME ADMINISTRATION

Business Services Division
M. V. Cole, Chief, Property and
Space Management
Washington 25, D. C.

Finance Office
C. C. Pollock, Chief
Business Services Branch
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St. Louis, Missouri

State Office
E. B. von Gunten, Administrative Assistant
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(mailing address: P. O. Box 4269, San
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FEDERAL CROP INSURANCE CORPORATION

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Clyde M. Howard, Chief, Procurement and
Property Management Branch
Washington 25, D. C.

FEDERAL EXTENSION SERVICE

Division of Management Operations
Frank B. Kimball, Asst. Chief, Admin. Services
Branch
Eugene W. Gantt, Head, Property and Supply Section
Washington 25, D. C.

FOREIGN AGRICULTURAL SERVICE

Administrative Services Division
Albert H. Nagas, Chief, Procurement
and Supply Branch
Washington 25, D. C.

FOREST SERVICE

Headquarters, Division of Admin. Services
G. T. Smith, Chief
Procurement Management Branch
Washington 25, D. C.

National Forest Regional Office, Region 1
Regional Administrative Services Officer
Procurement and Supply
Federal Building
Missoula, Montana

Beaverhead National Forest
Forest Supervisor
Dillon, Montana

Bitterroot National Forest
Forest Supervisor
Hamilton, Montana

Custer National Forest
Forest Supervisor
Billings, Montana

Deerlodge National Forest
Forest Supervisor
Federal Building
Butte, Montana

Flathead National Forest
Forest Supervisor
Kalispell, Montana

Gallatin National Forest
Forest Supervisor
Bozeman, Montana

Helena National Forest
Forest Supervisor
Helena, Montana

Kootenai National Forest
Forest Supervisor
Libby, Montana

Lewis and Clark National Forest
Forest Supervisor
Federal Building
Great Falls, Montana

Lolo National Forest
Forest Supervisor
Federal Building
Missoula, Montana

Clearwater National Forest
Forest Supervisor
Federal Building
Orofino, Idaho

Coeur d'Alene National Forest
Forest Supervisor
Coeur d'Alene, Idaho

Kaniksu National Forest
Forest Supervisor
Forest Service Building
Sandpoint, Idaho

Nezperce National Forest
Forest Supervisor
Grangeville, Idaho

St. Joe National Forest
Forest Supervisor
St. Maries, Idaho

Colville National Forest
Forest Supervisor
Forest Service Building
Colville, Washington

National Forest Regional Office, Region 2
Regional Administrative Services Officer
Denver Federal Center, Building 85
Denver, Colorado

Arapaho National Forest
Forest Supervisor
First National Bank Bldg.
Golden, Colorado

Grand-Mesa-Uncompahgre National Forest
Forest Supervisor
Post Office Building
Delta, Colorado

FOREST SERVICE - continued

Gunnison National Forest Forest Supervisor Columbine Hotel Gunnison, Colorado	Coconino National Forest Forest Supervisor Post Office Building Flagstaff, Arizona
Pike National Forest Forest Supervisor Post Office Building Colorado Springs, Colorado	Coronado National Forest Forest Supervisor Post Office Building Tucson, Arizona
Rio Grande National Forest Forest Supervisor Post Office Building Monte Vista, Colorado	Kaibab National Forest Forest Supervisor 107 North Second Street Williams, Arizona
Roosevelt National Forest Forest Supervisor Post Office Building Ft. Collins, Colorado	Prescott National Forest Forest Supervisor Forest Service Building Prescott, Arizona
Routt National Forest Forest Supervisor Hooper Building Steamboat Springs, Colorado	Sitgreaves National Forest Forest Supervisor Oakland Avenue Holbrook, Arizona
San Isabel National Forest Forest Supervisor Post Office Building Pueblo, Colorado	Tonto National Forest Forest Supervisor 104 North Fifth Phoenix, Arizona
San Juan National Forest Forest Supervisor Post Office Building Durango, Colorado	Carson National Forest Forest Supervisor Forest Service Building Taos, New Mexico
White River National Forest Forest Supervisor Post Office Building Glenwood Springs, Colorado	Cibola National Forest Forest Supervisor Post Office Building Albuquerque, New Mexico
Black Hills National Forest Forest Supervisor Forest Service Office Building Custer, South Dakota	Gila National Forest Forest Supervisor 301 W. College Silver City, New Mexico
Nebraska National Forest Forest Supervisor Post Office Building Lincoln, Nebraska	Lincoln National Forest Forest Supervisor Post Office Building Alamogordo, New Mexico
Bighorn National Forest Forest Supervisor Post Office Building Sheridan, Wyoming	Santa Fe National Forest Forest Supervisor Federal Building Santa Fe, New Mexico
Medicine Bow National Forest Forest Supervisor Post Office Building Laramie, Wyoming	National Forest Regional Office, Region 4 Regional Administrative Services Officer Forest Service Building Ogden, Utah
Shoshone National Forest Forest Supervisor Post Office Building Cody, Wyoming	Boise National Forest Forest Supervisor 210 Main Street Boise, Idaho
National Forest Regional Office, Region 3 Regional Administrative Services Officer Tower Bldg., 510 North Second, N. W. Albuquerque, New Mexico	Caribou National Forest Forest Supervisor Federal Building Pocatello, Idaho
Apache National Forest Forest Supervisor Post Office Building Springerville, Arizona	Challis National Forest Forest Supervisor Forest Service Building Challis, Idaho
	Payette National Forest Forest Supervisor Forest Service Building McCall, Idaho

FOREST SERVICE - continued

Salmon National Forest
Forest Supervisor
Forest Service Building
Salmon, Idaho

Sawtooth National Forest
Forest Supervisor
600 Addison Avenue, West
Twin Falls, Idaho

Targhee National Forest
Forest Supervisor
Forest Service Building
St. Anthony, Idaho

Humboldt National Forest
Forest Supervisor
Post Office Building
Elko, Nevada

Toiyabe National Forest
Forest Supervisor
Smith Bldg., 1749 Wells Avenue
Reno, Nevada

Ashley National Forest
Forest Supervisor
Post Office Building
Vernal, Utah

Cache National Forest
Forest Supervisor
Post Office Building
Logan, Utah

Dixie National Forest
Forest Supervisor
Federal Building
Cedar City, Utah

Fishlake National Forest
Forest Supervisor
Federal Building
Richfield, Utah

Manti-LaSal National Forest
Forest Supervisor
City Building
Price, Utah

Uinta National Forest
Forest Supervisor
Federal Building
Provo, Utah

Wasatch National Forest
Forest Supervisor
Federal Building
Salt Lake City, Utah

Brider National Forest
Forest Supervisor
Federal Building
Kemmerer, Wyoming

Teton National Forest
Forest Supervisor
Forest Service Building
Jackson, Wyoming

National Forest Regional Office, Region 5
Regional Administrative Services Officer
630 Sansome Street
San Francisco 11, California

Angeles National Forest
Forest Supervisor
Federal Building
Los Angeles 12, California

Cleveland National Forest
Forest Supervisor
U.S. Custom House & Court House
San Diego, California

Eldorado National Forest
Forest Supervisor
Placerville, California

Inyo National Forest
Forest Supervisor
407 W. Line Street
Bishop, California

Klamath National Forest
Forest Supervisor
Yreka, California

Lassen National Forest
Forest Supervisor
Susanville, California

Los Padres National Forest
Forest Supervisor
Federal Building
Santa Barbara, California

Mendocino National Forest
Forest Supervisor
Willows, California

Modoc National Forest
Forest Supervisor
Alturas, California

Plumas National Forest
Forest Supervisor
Quincy, California

San Bernardino National Forest
Forest Supervisor
San Bernardino, California

Sequoia National Forest
Forest Supervisor
Porterville, California

Shasta-Trinity National Forest
Forest Supervisor
Redding, California

Sierra National Forest
Forest Supervisor
3525 E. Tular Street
Fresno, California

Six Rivers National Forest
Forest Supervisor
23 Fifth Street
Eureka, California

Stanislaus National Forest
Forest Supervisor
Sonora, California

Tahoe National Forest
Forest Supervisor
Nevada City, Nevada

National Forest Regional Office, Region 6
Regional Administrative Services Officer
729 N.E. Oregon St., P.O. Box 4137
Portland 8, Oregon

Deschutes National Forest
Forest Supervisor
Post Office Building
Bend, Oregon

FOREST SERVICE - continued

Fremont National Forest
Forest Supervisor
Post Office Building
Lakeview, Oregon

Malheur National Forest
Forest Supervisor
Grant County Bank Building
John Day, Oregon

Mt. Hood National Forest
Forest Supervisor
340 North East 122nd Avenue
Portland 16, Oregon

Ochoco National Forest
Forest Supervisor
Morse Building
Prineville, Oregon

Rogue River National Forest
Forest Supervisor
Post Office Building
Medford, Oregon

Siskiyou National Forest
Forest Supervisor
Post Office Building
Grants Pass, Oregon

Siuslaw National Forest
Forest Supervisor
Smith Building
Corvallis, Oregon

Umatilla National Forest
Forest Supervisor
Post Office Building
Pendleton, Oregon

Umpqua National Forest
Forest Supervisor
Post Office Building
Roseburg, Oregon

Winema National Forest
Forest Supervisor
Klamath Falls, Oregon

Wallowa-Whitman National Forest
Forest Supervisor
Post Office Building
Baker, Oregon

Willamette National Forest
Forest Supervisor
Post Office Building
Eugene, Oregon

Okanogan National Forest
Forest Supervisor
Post Office Building
Okanogan, Washington

Gifford Pinchot National Forest
Forest Supervisor
801 W. 8th Street
Vancouver, Washington

Mt. Baker National Forest
Forest Supervisor
Post Office Building
Bellingham, Washington

Olympic National Forest
Forest Supervisor
Post Office Building
Olympia, Washington

Snoqualmie National Forest

Forest Supervisor
905 Second Avenue
Seattle, Washington

Wenatchee National Forest
Forest Supervisor
Post Office Building
Wenatchee, Washington

National Forest Regional Office, Region 7
Regional Administrative Services Officer
6816 Market Street
Upper Darby, Pennsylvania

Cumberland National Forest
Forest Supervisor
Post Office Building
Winchester, Kentucky

White Mountain National Forest
Forest Supervisor
Federal Building
Laconia, New Hampshire

Allegheny National Forest
Forest Supervisor
Post Office Building
Warren, Pennsylvania

Green Mountain National Forest
Forest Supervisor
Post Office Building
Rutland, Vermont

George Washington National Forest
Forest Supervisor
Post Office Building
Harrisonburg, Virginia

Jefferson National Forest
Forest Supervisor
Post Office Building
Roanoke, Virginia

Monongahela National Forest
Forest Supervisor
Federal Building, Sycamore Street
Elkins, West Virginia

National Forest Regional Office, Region 8
Regional Administrative Services Officer
50 Seventh Street, N. E.
Atlanta 5, Georgia

Alabama National Forest
Forest Supervisor
401 Federal Building, P. O. Box 40
Montgomery, Alabama

Ouachita National Forest
Forest Supervisor
Post Office Building
Hot Springs, Arkansas

Ozark National Forest
Forest Supervisor
U.S.F.S. Bldg.
Russellville, Arkansas

Florida National Forests
Forest Supervisor
Petroleum Bldg., P. O. Box 1050
Tallahassee, Florida

Chattahoochee National Forest
Forest Supervisor
322 Oak Street
Gainesville, Georgia

FOREST SERVICE - continued

Kisatchie National Forest

Forest Supervisor
USDA Bldg., 6th & Winn Sts.
Alexandria, Louisiana

Mississippi National Forests

Forest Supervisor
Milner Bldg., P.O. Box 1144
Jackson, Mississippi

North Carolina National Forests

Forest Supervisor
42 N. French Broad Avenue
Asheville, North Carolina

South Carolina National Forests

Forest Supervisor
Associates Bldg., 901 Sumter St.
Columbia, South Carolina

Cherokee National Forest

Forest Supervisor
Federal Building
Cleveland, Tennessee

Texas National Forest

Forest Supervisor
McFadden Building
Lufkin, Texas

National Forest Regional Office, Region 9

Regional Administrative Services Officer
Madison Bldg., 623 North Second Street
Milwaukee 3, Wisconsin

Shawnee National Forest

Forest Supervisor
Harrisburg National Bank Building
Harrisburg, Illinois

Wayne-Monroe National Forest

Forest Supervisor
Stone City National Bank Building
Bedford, Indiana

Lower Michigan National Forest

Forest Supervisor
Cadillac, Michigan

Ottawa National Forest

Forest Supervisor
Ironwood, Michigan

Upper Michigan National Forest

Forest Supervisor
U. S. Post Office Building
Escanaba, Michigan

Chippewa National Forest

Forest Supervisor
Cass Lake, Minnesota

Superior National Forest

Forest Supervisor
Federal Building
Duluth, Minnesota

Missouri National Forests

Forest Supervisor
Rolla, Missouri

Chequamegon National Forest

Forest Supervisor
Federal Building
Park Falls, Wisconsin

Nicolet National Forest

Forest Supervisor
Merchants State Bank Building
Rhineland, Wisconsin

National Forest Regional Office, Region 10

Regional Operations Officer
Federal & Territorial Building
Juneau, Alaska

Forest & Range Experiment Station

(Pacific Southwest)
Chief, Station Management
1960 Addison Street
Berkeley, California

Forest & Range Experiment Station

(Central States)
Chief, Station Management
111 Old Federal Building
Columbus 15, Ohio

Forest & Range Experiment Station

(Intermountain)
Chief, Station Management
Forest Service Building
Ogden, Utah

Forest & Range Experiment Station

(Lake States)
Chief, Station Management
St. Paul Campus, Univ. of Minnesota
St. Paul, Minnesota

Forest & Range Experiment Station

(Northeastern)
Chief, Station Management
102 Motors Avenue
Upper Darby, Pennsylvania

Forest & Range Experiment Station

(Pacific Northwest)
Chief, Station Management
809 N. E. 6th Avenue
Portland 8, Oregon

Forest & Range Experiment Station

(Rocky Mountain)
Chief, Station Management
Forestry Building
Fort Collins, Colorado

Forest & Range Experiment Station

(Southeastern)
Chief, Station Management
225 Federal Building
Asheville, North Carolina

Forest & Range Experiment Station

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Chief, Station Management
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Chief, Station Management
North Walnut Street
Madison 5, Wisconsin

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Center Leader
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Juneau, Alaska

Tropical Forest Research Center

Center Leader
Rio Piedras, Puerto Rico

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Fred P. Herzer
Administrative Services Officer
Washington 25, D. C.

OFFICE OF INFORMATION

Zelma H. Margelos
Procurement Officer
Washington 25, D. C.

RURAL ELECTRIFICATION ADMINISTRATION

Administrative Division
Louis D. Knowles, Head, Supply and
Space Management Unit
Washington 25, D. C.

SOIL CONSERVATION SERVICE

Administrative Services Division
John I. Sherman, Chief,
Procurement Management Branch
Washington 25, D. C.

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B. D. Bennett
412 N. E. 16th Avenue
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Boise, Idaho

Wesley McCann
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Champaign, Illinois

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Des Moines, Iowa

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Lexington, Kentucky

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P. O. Box 1630
Alexandria, Louisiana

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Orono, Maine

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College Park, Maryland

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Amherst, Massachusetts

S. K. Kamminga, Room 101
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East Lansing, Michigan

W. A. Neal
517 Federal Courts Building
St. Paul, Minnesota

R. F. Huber
Lamar & Pearl Streets
Room 400, Milner Building
P. O. Box 610
Jackson, Mississippi

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P. O. Box 180
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Bozeman, Montana

James W. Bickle, Room 604
134 S. 12th Street
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Reno, Nevada

D. Fetterer
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Durham, New Hampshire

W. E. Armstrong
Feher Building
103 Bayard Street
P. O. Box 670
New Brunswick, New Jersey

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517 Gold Avenue, S. W.
P. O. Box 1348
Albuquerque, New Mexico

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236-240 W. Genesee Street
Syracuse, New York

SOIL CONSERVATION SERVICE - continued

State Office - continued

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P. A. Siren
Professional Building
5th & Rosser
P. O. Box 270
Bismarck, North Dakota

C. L. Parish
222 Old Federal Building
3rd & State Streets
Columbus, Ohio

R. W. Hall
Agricultural Center Building
Farm & Admiral Road
Stillwater, Oklahoma

E. A. Ronning
Ross Building
209 S. W. 5th Avenue
Portland, Oregon *

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Central Industrial Building
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Harrisburg, Pennsylvania

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P. O. Box 1357
Huron, South Dakota

W. E. Albright
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Nashville, Tennessee

H. R. Baker
16-20 South Main
P. O. Box 417
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222 S. W. Temple Street
Room 220
Salt Lake City, Utah

R. T. Dunton
19 Church Street
P. O. Box 736
Burlington, Vermont

M. Hays
900 N. Lombardy Street
P. O. Box 5367
Richmond, Virginia

R. C. Fury

Room 840, Bon Marche Building
Spokane, Washington

H. D. McVey
Lazzelle Building
178 Forest Avenue
Morgantown, West Virginia

D. P. Mueller
3010 E. Washington Avenue
Madison, Wisconsin

R. H. Cheney
Tip Top Building
345 E. 2nd Street
P. O. Box 699
Casper, Wyoming

F. S. Creager
202 Federal Building
Palace Square & Mililani Street
Honolulu, Hawaii

N. H. Reichelt
1409 Ponce de Leon Avenue
Santurce, Puerto Rico

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Schuyler Office Building
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Spartanburg, South Carolina

Leo Kent
3608 McCart Street
Fort Worth, Texas

J. O. Snyder, Jr.
434 N. Plankinton Avenue
Milwaukee, Wisconsin

Engineering and Watershed Planning Unit

Frank K. Calvin
7600 West Chester Pike
Upper Darby, Pennsylvania

STATISTICAL REPORTING SERVICE
Management Operations Staff - Agricultural Economics
Division of Administrative Services
D. F. Peters, Chief
Procurement and Property Branch
Washington 25, D. C.

* This office handles purchases for Alaska. The Alaska address is:
Severn Building, P. O. Box F, Palmer, Alaska

